




BAR HILL COMMUNITY ASSOCIATION (BHCA)

Registered Charity # 1195382

Meeting Minutes

Date:	Tuesday, 12th March 2024	
Time:	7:30 pm	
Location:	The Fox Inn, Gladeside, Bar Hill. Cambridge. CB23 8DY	
Called By:	Andy Pellew (Chair of Trustees)	
Summary:	Scheduled Monthly Charity Trustee Meeting https://bit.ly/bhca-shared-calendar	
Note Taker:	Andy Pellew	
Documents:	REF01 Minutes of the meeting held on 13th February 2024.pdf REF02 Action List - Open Actions Report.pdf REF03 Financial Update - February 2024.pdf (4 is intentionally missing!) REF05 Safeguarding Vulnerable Adults Policy (0.1 Draft).pdf REF06 Safeguarding Children Policy & Procedure (2.2 Draft).pdf REF07 Data Protection Policy (1.2 Draft).pdf	

Open Forum Notes

Ref	Notes
OF1	Residents/ Groups in attendance: No members of the public were present.

Minutes for Agenda Items

Ref	Notes
01	Apologies were received from Hilary Whipp (HW, Treasurer), Kate Da Costa (KDC, Fête & Festival), Jenni Foster-Smith (JFS, Secretary, Parks & Recreation), Karen Hayden (KH), Richard Hayden (RH)

	<p>Present <Name> (<Initials> [, <Position>] [, <Committee Chair's>]:</p> <p>BHCA Trustees:</p> <p>Andy Pellew (AP, Chair of Trustees, Phone Box Library), Anthony Mitchell (AM, Vice Chair), Bunty Waters (BW), Jo Hall (JH)</p> <p>Volunteers/Members/Local Residents:</p> <p>Barry Dean (BD)</p>
02	<p>Minutes from 13th February 2024.</p> <p>Proposer: AP Seconder: AM</p>
03	<p>Action Log Review</p> <ul style="list-style-type: none"> - Put in a complaint with Barclays (get a reference number) - Printer is the main thing - we need to add this onto Facebook - Next month
04	(declarations of interest)
05	<p>(chair updates)</p> <ul style="list-style-type: none"> - We have received a letter from HMRC asking us to complete a tax return by 31-Dec-2024 (covering 01-Jan-2023 to 31-Dec-2023) - Two additional letters were received relating to the Christmas Event that have been forwarded to the committee
06	Financial Update. Proposer: BW Seconder: JH
07	<p>(committee updates);</p> <p>Bar Hill News (AP)</p> <ul style="list-style-type: none"> - Laura has stood down as the wholesaler for the Bar Hill News. The role has been taken on by Tracy and Emma. We have a WhatsApp group to coordinate. Laura will help this month and then move on in April. - AP to send Laura a "Thank You" card/ letter. <p>Christmas Event (AM)</p> <ul style="list-style-type: none"> - First meeting will be in June <p>Europe Challenge (AP)</p> <ul style="list-style-type: none"> - Bar Hill News articles for last month, hopefully more to follow! - Meeting today regarding the first "Eat. Meet. Art"-event in April, more details will be in the next Bar Hill News <p>Fête & Festival (KB)</p> <ul style="list-style-type: none"> - Magazine has started to be put together, we have band lists and details and a poster has been released. <p>Parks & Recreation (JFS)</p> <ul style="list-style-type: none"> - I've sent the sponsorship letter to domino and adder, awaiting reply. Urban

	<p>cars declined, and I've had nothing back from Bar Hill motors</p> <ul style="list-style-type: none"> - Many more to contact - Application for grant will be submitted to PC this week <p>Phone Box Library (AP)</p> <ul style="list-style-type: none"> - No updates this month <p>Wellbeing Walks (AP)</p> <ul style="list-style-type: none"> - Walks resumed on the 5th March (five people). Possibility of a switch to Wednesday's in April as Tuesday's conflicts with English lessons in the hotel!
10	<p>New Policy Review: Safeguarding Vulnerable Adults Policy (0.1 Draft)</p> <p>This is a new policy for the Community Association.</p> <p>PROPOSAL: We accept version 0.1 Draft as-is, promote it to version 1.0 and add it to the annual review cycle in February.</p> <p>Proposer: AM Seconder: JH</p>
11	<p>Scheduled Policy Review: Safeguarding Children Policy & Procedure (2.2 Draft)</p> <p>This review is part of the annual review of policies schedule. Neither trustee responsible for safeguarding is still with the BHCA. Other changes include grammar and spelling fixes as well as the conversion from Microsoft Word into Google Documents.</p> <p>PROPOSAL: We nominate a primary and secondary safeguarding officer from within Trustees and Volunteers. If not volunteers come forward the Chair and Vice-chair will assume these roles.</p> <p>BD agreed to be the primary contact. AM is happy to be secondary contact.</p> <p>PROPOSAL: We accept version 2.2 Draft as-is and promote it to version 3.0 Approved.</p> <p>Proposer: JH Seconder: BW</p>
12	<p>Scheduled Policy Review: Data Protection Policy (1.2 Draft)</p> <p>This review is part of the annual review of policies schedule. The changes in this version are a number of grammatical and spelling corrections only.</p> <p>PROPOSAL: We accept version 1.2 Draft as-is and promote it to version 2.0 Approved.</p>

	Proposer: AP Second: AM
13	<p>Scheduled Task: Check the expiry date of First Aid kits in the Parish Council Office and re-order if necessary.</p> <p>PROPOSAL: A trustee volunteers to check and confirm the First Aid Kits are in-date and we add this to the annual review cycle in March.</p> <p>BW agreed to check the current ones and report back</p> <p>Proposer: AP Second: BW</p>
14	<p>DEFERRED FROM FEBRUARY MEETING:</p> <p>Request for donation: Lego Programming Equipment</p> <p>We have received a donation request from Barry Dean for the purchase of lego programming equipment. Each piece costs £430</p> <p>BD presented his ideas, and updated the committee on the school meeting. He is hoping to be able to start something in April, but might have to wait until September. He has applied for South Cambs funding, so might not need a grant from the BHCA</p> <p>PROPOSAL: We offer the services of the BHCA to allow Gift Aid to be claimed on donations (and potentially VAT to be recovered on costs of the items themselves) for this project.</p> <p>Proposer: AP Second: AM</p> <p>PROPOSAL: We offer a delayed donation. Trustees must understand that there is not sufficient funds for an immediate donation - we would need to fundraise to meet any donation.</p> <p>It was agreed to defer this item until South Cambs have awarded their grants.</p>
97	<p>Any Other Business (inc. Agenda items for future meetings):</p> <ul style="list-style-type: none"> - BD is looking in CRB checks for trustees (Care Checks) - BD suggested 3d-printing as a way to support the Christmas Event - BW proposed the money raised by selling the printer go towards the next Lego - AM to investigate the raffle idea we discussed previously. Will report back. - AM suggested a Charity Bingo event. Will report back.

98	Date and location of next meeting; Tuesday 9th April @ 7:30 pm in the Fox Inn
99	Meeting closed at 20:27.

Dated: **12-MAR-2024**

A handwritten signature in blue ink, appearing to read 'A. Pellew', is written over a light blue horizontal line.

Andy Pellew (Chair)